S3 English Language Proofreading

Teacher’s Copy
Form 3 proofreading exercise 1 - key

1. It is very cold outside. You need to put on warm clothes. ^

2. Could you answer the telephone, please? ^

3. You must go whether you like it or not. ---

4. There are two maps on the wall. The one on the right is a world map. ^

5. I'm busy at the moment. Ask me about it some other time. ---

6. It grew so hot at night that it was hard to fall asleep. ^

7. The student didn't know how to handle with the question. X

8. She interrupted into him in the middle of his speech. X

9. The plane will take off at 12:00 tomorrow. ---

10. When we reached at the station, the train had left. X

11. Please take off your coat. It needs washing. ---

12. Will you be able to come to the party tomorrow? ---

13. It is very kind of you to help me. ^

The End

Form 3 proofreading exercise 2 - key

1. They were about to cross the road when an accident was happened. X

2. That fourteen-year-old boy is taller than his father by 3 cm. ^

3. The boys looked forward to having a birthday party again. ^

4. John's composition is better than anyone else's in his class. ---

5. A van which was moving fast knocked Tony down. ^
6. How **often** do you go to the library? Twice a week?

7. **Feeling** so sleepy, she went to bed early last night.

8. He has been to Beijing **on/for** business and he will stay there for some time.

9. Do you have any difficulty **in** studying English?

10. The boy **is wearing glasses** is my brother. **OR**  
The boy **who is wearing glasses** is my brother.

**The End**

**Form 3 proofreading exercise 3 - key**

1. Tom's family will leave for Hong Kong **at the end of this week or early next week.** (---)

2. I know this sentence is different **from** that one, but I can't tell what the difference between them is. (---)

3. At the entrance of the exhibition, you must show your student card and you'll get the staff's **permission** to watch this show. (---)

4. The people living near here suggest **having** a bus stop nearby. (---)

5. Since your **spoken** English is poor, you'd better practise speaking English whenever possible. (---)

6. He is the only student in our school **who** knows two foreign languages. (^

7. He looks so much like his brother that people often **mistake** them for each other. (---)

8. He speaks not only English **but also** French. We all think that he is really wonderful. (---)

9. It is believed that the **harder** you work, the better result you will get. (---)

10. That Hong Kong is a shopping paradise **so** attracts many foreigners. (X)
Form 3 proofreading exercise 4 - key

Losing weight

1. Please help me, Dr Wong. I am a fourteen-year-old boy and I weigh 70 kg.

2. I want to lose weight before the summer holidays because I am going on a camp in

3. America. Can you give me some advice?

4. Thank you for your e-mail message. Before I give you any specific advice

5. about your weight, it is important that I find out more about you, e.g. your

6. height, build, etc. It is necessary for you to write to me again with a few more

7. details about yourself.

The End

Form 3 proofreading exercise 5 - key

Snacks

1. I often feel hungry at recess and eat lots of the snacks, which I know are unhealthy. What do you suggest I should do? Please don't tell me stop eating snacks because I love them!

2. Why do you feel hungry at recess? Is it because you don't eat breakfast? It is important for everyone to eat breakfast. However, a lot of Hong Kong students
6. skip breakfast and then have snacks later in the day. It is unwise of them to ___
7. do so. I don’t suggest that you give up snacks but why not try having ___
8. breakfast instead? This will make you feel less hungry at recess. Also, ___
9. remember that not all the snacks are unhealthy. Snacks like fruit and nuts are ___
10. healthy and delicious too. The End

Form 3 proofreading exercise 6 - key

Dear Jeremy

1. Are you looking forward to coming to Hong Kong? This last week, I’ve been ___
2. doing a project about famous buildings in Hong Kong. Knowing how much you ___
3. love buildings, I thought I should share some of the information I found out with ___
4. you before you set out for Hong Kong. ___
5. One of the tallest buildings in Hong Kong is being called Central Plaza. Confusingly, X
6. although it’s called Central Plaza, it’s actually located in Wan Chai North! This ___
7. building is really tall and has seventy-eight floors! A very tall mast was built ^
8. on top of the building after it was finished, making it even taller! ___
9. Many people work in Central Plaza and, in fact, the building was designed to hold ___
10. over eight thousand people. However, people not only work in the Central Plaza, they X
11. worship there too because, on the highest floor, there is a church. It’s the highest ___
12. of church in the world! X
13. I think you should be take a tour of Central Plaza when you arrive in Hong Kong X
14. next week. I know you’ll find it very interesting. ___

See you soon!

Robert
Stars perform at Hong Kong Stadium

1. Last night, over thirty thousand fans came to Hong Kong Stadium to watch some top stars perform. The concert, which was over three hours long, was also shown live on TV.

2. Among the performers, Twins danced well. They danced very energetically and the crowd loved it. Edison danced more energetically than Twins but was less entertaining.

3. However, Yumiko definitely danced the best – the crowd clapped and cheered mostly extremely loudly when she finished dancing. Eason Chan danced a little but he seemed a bit tired and probably performed the least energetically.

4. At the end of the concert, they all came onto the stage and sang a few songs together. They also invited some children from the audience to come up onto the stage to sing with them. The children sang very sweetly. Some people thought that a few sang even more sweetly than some of the stars! Their first song was an English song called We are the World. After their first song, the crowd shouted for more. The children then stayed on stage and sang two more songs – another English song and an old Chinese song.

5. The evening was a great success and raised over four million dollars for ORBIS – a charity which helps the blind.

The End
16th August

Dear Sir/Madam

I would like to complain about the dishonesty of a member of your staff and the awful service that I received in your clothes shop yesterday.

The week before, I bought a blue, striped, cotton shirt at your shop. At first, I thought the shirt was very so expensive. However, your sales assistant persuaded me that it was not really too much money because the shirt was such good quality. She told me may people choose to spend money on expensive clothes because they will last too longer. I agreed and bought the shirt. However, when it rained two days ago, I was very surprised when the blue dye from my shirt started to run as it got wet. In fact, it did stained the white, linen trousers that I was also wearing. I was very angry and when I returned the shirt to your shop, the same assistant refused to give my money back - she said that it was silly that I had worn it outside when it was raining! She was very rude to me.

As a clothes shop which/that advertises its ‘superior and friendly service’, it is wrong of you to sell expensive goods when they are clearly not worth a lot of that money. I was also very disappointed that your sales assistant tried to blame me for ruining the shirt when it is obvious that it was not my fault. I would therefore like a refund for the cost of my shirt and an apology from the sale assistant.

Yours faithfully

Ada Lee
Dear Diary

1. I'm having a wonderful time here in Thailand - I don't want to leave! I'm visiting my pen friend, Siripan, and I've been here for five days already. The time's going very quickly because I'm enjoying myself so much. I will be very sad to go home.

2. My favourite thing about being here is the food. We eat delicious meals every day because Siripan's dad is a chef. He brings us tasty snacks if there is any food left at the restaurant he works in. My favourite dishes are being noodles and shrimp cakes. We went to a market yesterday, which was very interesting. The fresh fruit and vegetables were very colourful and all the spices on display smelt amazing. I bought Mum a big packet of lemongrass - I hope she likes it because I want her to help me cook lots of Thai meals when I get home!

3. Siripan's dad is taking us to work with him tomorrow. I've been asking him to take us all week and he finally agreed. I'm going to watch him very carefully so that I can learn to cook just like him! In fact, I have already looked on the Internet to see if I can find a Thai cookery class to join when I get back to Hong Kong. Siripan said that her dad learnt how to cook at school, so why can't I? Maybe one day I can open my own Thai restaurant - then I'd definitely be able to eat Thai food every day!
Hi May

1. How’s your cold? I hope you’re getting better now. I think you have been

2. working far too hard. You should rest in bed and drink lots and lots of
3. water. Remember you must ought take good care of yourself. It's important

4. not to work too hard, or you will easily get ill.

5. It's been a long time since my last e-mail, hasn't it? I have been attending

6. a secretarial course. The class is being held at the Sara Bounty Secretarial

7. School, which is close to where you live. Could we have lunch together

8. tomorrow? I know there isn't too much chance because these days you

9. usually have to work through lunch. However, I hope it's possible.

10. You may/might wonder why I'm attending a secretarial class. Well, I have got a

11. new job as a secretary. To prepare myself for the job, I have to go through

12. some basic secretarial training. One of the things is to learn how

13. to type! I think I'm learning a lot from the class. I couldn't type at all

14. before - not even by my name! Now I can type about 30 words a

15. minute - most of the time without looking. You must come round to

16. my flat and I'll show you how speedy I am.

17. I'd better stop now and go to bed. The class starts at 7.30 tomorrow

18. morning and we have to be there at seven.

Take care

Jenny

The End